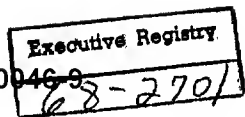


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6 June 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 May 1968

1. Cables Processed

A. The combined work units of CIA and non-CIA cables totaled 66,619 items broken down as follows:

CIA IN	21,147
CIA OUT	8,775
Miscellaneous (including Archives: 720)	5,135
Non-CIA	<u>31,562</u>
Total	66,619

B. CIA IN and OUT cables totaled 142,612 for 1 January - 31 May 1968, a decrease of 7% over the same period in 1967 (152,418) and 11% more than the same period in 1963 (128,256).

C. Non-CIA cables for 1 January - 31 May 1968 totaled 151,158, an increase of 11% more than the same period in 1967 (136,296) and 101% more than the same period in 1963 (75,251).

D. Work units totaled 318,659 for 1 January - 31 May 1968 which is 1% more than the same period in 1967 (315,123) and 40% more than the same period in 1963 (227,583).

E. 2,337 cables or 4% of all cables processed were furnished to the Director as compared to 2,514 or 4% for April 1968.

2. Personnel

During the month we lost one person to go on military duty for six months. This leaves our strength at four persons short of our T/O of In June we will receive eight summer employees. They will help us through our clerical shortage during the summer.

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3. General

A. A study was made of the frequency with which the Cable Secretariat dispatches pneumatic carriers. The data reflect that on the average, we empty our mail slots 12 times daily, starting at 0800 and ending at 1700. The average time required to empty all slots is 13 minutes. In addition to the 12 more or less scheduled deliveries, we dispatch 17 times daily to dispose of high precedence traffic.

B. On 14 May 1968 we met with DDP and certain of his Staff to discuss ways and means of reducing the number of copies disseminated of Clandestine Services cables. A study group is to be formed consisting of three senior Clandestine Services Officers and an advisor from the Cable Secretariat. This group is to review cable dissemination requirements in an effort to isolate and change, wherever possible, those requirements which lead to the dissemination of more copies than DDP feels necessary.

C. In recent discussions with the PPB Staff assigned to the Communications Study Group, it was brought to our attention that the DDP may transfer during the next several years a significant percentage of cable traffic to telepouch channels. In order to determine what effect such diversion might have on our workload, we would need an updated estimate of the number of cables likely to be diverted to the telepouch system for FY 1969 through FY 1972 -- ref: our memo dated 23 March 1966, subject [redacted] Policy. "

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[redacted]

Y Cable Secretary

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